

SOUTHERN CALIFORNIA INSTITUTE OF ARCHITECTURE

Job Posting Policy

Thank you for keeping the students and alumni of Southern California Institute of Architecture (SCI-Arc) in mind when seeking architecture and design professionals.

Please complete the attached "Job Posting Payment Form" and send it with payment and a job description. The fee for each job listing posted to alumni is \$25. It is free of charge to post to our student listings. You can either email your completed form with a credit card payment to the alumni relations office at Lynn_Ordinario@sciarc.edu or send via US Mail. Once your completed form, payment and job description have been received and processed, your job listing will be posted. Within seven to 10 business days, a receipt will be sent to you.

A comprehensive job description is required for the position available. All job descriptions should be sent as a Word attachment by email and must include the following:

- **Indicate if position is for students only, alumni only or both**
- **Indicate if position is full-time or part-time**
- **Company name**
- **Job Title**
- **Minimum years of experience required (i.e. 0-3 years, 7+ years, no experience necessary)**
- **Detailed job description**
- **Company contact information or web address where applications or resumes can be sent**

Regarding internships:

- All internships must be with a licensed architect
- Indicate hours per week, along with duration of internship
- Internship employment should be at least the length of regular semester (15 weeks)
 - Internships must be at least 40 hours per week in summer semesters and 20 hours per week in the fall or spring semesters
- Internships must be for school credit and/or include a stipend or salary
- It is the responsibility of the student to provide your company proof of work-study class/course registration
 - Students may get credit for an internship once they have reached their vertical studio level
 - By the beginning of the internship, students must submit a letter from their employer supervisor which states the specific dates of internship, hours per week, and duties assigned. This should be on the firm's letterhead. At the completion of the internship, a 2nd letter must be submitted from the employer supervisor confirming the specific dates completed, the hours per week completed, and the assigned duties completed. This letter should include some words evaluating the performance of the student intern.
- Internships that do not meet these requirements will not be posted

All internships and job descriptions for SCI-Arc students will be posted to SCI-Arc's student portal for 60 days. SCI-Arc Alumni who are current members of the Alumni Association receive a weekly list of job postings via email.

If you are a SCI-Arc alum, a current member of the Alumni Association and own your own company, you can receive unlimited job postings at no charge. Memberships are renewable on an annual basis. This benefit does not apply to alumni members who are employed with a company that is interested in posting job opportunities through SCI-Arc. For membership details, contact the alumni relations office at 213.356.5312 or email Lynn_Ordinario@sciarc.edu.

On behalf of the SCI-Arc Alumni Association, we appreciate your support of our Job Posting Program and look forward to having your company identify talented and skilled employee within the SCI-Arc community. Should you have further questions or concerns, please do not hesitate to contact the alumni relations office at 213.356.5312 or by email at Lynn_Ordinario@sciarc.edu.

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sci-arc
Southern California Institute of Architecture

Alumni Association Job Posting Payment Form

Date: _____

Contact Name: _____

Company Name: _____

Address: _____

Phone: _____ Email: _____

Fax: _____

Fee: \$25 per posting

Additional donations encouraged.

Payment Method

Check payable to "SCI-Arc Alumni Association" enclosed.

Please charge my credit card. Circle one: Amex Visa MasterCard

Name on card: _____

Signature: _____ Expiration Date: _____

\$_____ Total Amount Enclosed

Please mail or fax your payment to:

SCI-Arc Alumni Association
Southern California Institute of Architecture
960 E. 3rd Street
Los Angeles, CA 90013

Fax (213) 613-2260
Phone (213) 613-2200